

~~SECRET~~

RECOMMENDATION NO. 2

DISCUSSION:

The NE Division copies of CS Information Reports are delivered from the Printing Services Division Printing Plant in K Building, by RID couriers, to the Office of the Chief, NE

They are sorted by his secretary according to the distribution ladder at the bottom of each report, are bundled together according to Branch, and are delivered by RID couriers to the respective Branch Reports Officers. No action is taken on these reports by the Chief, NE other than the task performed by his secretary.

The NE Division Mail Room is responsible for sorting and distributing all other mail addressed to NE Division. It has the physical facilities as well as personnel experienced in this operation.

RECOMMENDATION:

That the NE Division copies of CS Information Reports be delivered from Printing Services Division Printing Plant to the NE Division Mail Room, and that the responsibility for sorting these reports for distribution to the Branch Reports Officers be transferred from the Chief, NE to the Division Mail Room.